

INMATE MAIL

Location in DOM: Chapter: 5
Article: 41
Section: 54010
Reviewed by: Warden
Review Annually: January
Date of Last Review: April 2014

54010.2 Purpose

The purpose of this Departmental Operations Manual (DOM) Supplement is to provide guidelines and standards for Inmate Mail. This supplement will not reiterate regulations already governed by DOM.

54010.4 Definitions of Classes of Mail

Periodicals

All incoming books and magazines shall be screened prior to issuance. A publication received through the U.S. Mail from a publisher or vendor may be excluded when it violates the criteria set forth in this procedure, or CCR 3006, or is an unsolicited advertisement, brochure, flier, catalog or hard back book. Publications received, which appear to violate the above listed criteria, will be held pending approval/disapproval from the Custody Captain. If the Custody Captain determines the publication will not be allowed, the mailroom Office Technician will notify the inmate via a CDCR-1819 Notification of Disapproval-Publications form. The inmate will have fifteen days after notification of disapproval to let staff know the choice of disposal; otherwise the material will be destroyed.

Even though inmates may subscribe to newspapers, periodicals and purchase books directly from the publisher or vendor, nothing in this section shall be construed as limiting the prison's right to inspect non-confidential material and to limit the number of publications an inmate may possess at one time.

Inmates may purchase, receive, read and permit other inmates to read any and all legal materials,

newspapers, periodicals and books accepted for distribution by the United States Post Office except those which are described in CCR 3006.

Package Services

Inmates are not allowed to subscribe to book or music clubs.

All books, bibles, and reference books which have been purchased by the inmate or received from an established religious organization which is considered to be a business, and/or the item is a donation where no funds are required, will be forwarded to Receiving and Release (R&R). R&R will search the item(s) for contraband, log it on the inmate's property card and issue the item(s) to the Facility Property Officer for distribution to the specific inmate.

If the mailroom disapproves any literature, a CDCR-1819 will be filled out and issued to the inmate stating why the material was denied. The Inmate will have fifteen days after notification of disapproval to let staff know the choice of disposal, otherwise the material will be destroyed. Materials received from private correspondents will not be accepted. All such unapproved items will be disposed of per institution policy.

54010.5 Paper, Envelopes, and Stamps for Indigent Inmates

The Mailroom will maintain and regulate the issuance of indigent envelopes. No special mail services, such as certified mail or special delivery, are provided to indigent inmates at State expense.

It is the inmate's responsibility to submit a written request for indigent envelopes to the Trust Office, by submitting a "Request for Indigent Mail Status Form". The request form must be forwarded to the Trust Office via institutional mail.

As noted in DOM 54010.5; upon an indigent inmate's request, writing paper, envelopes, a writing implement, and the postage required for five 1 ounce first class letters per week shall be

supplied. Indigent envelope issuance is addressed further in this DOM Supplement. Writing paper and a writing implement shall be supplied by the facility where the inmate resides.

54010.5.1 Processing Request for Indigent Inmate Envelopes

The following procedure will be followed regarding Inmate Indigent Envelopes:

- The inmate must submit a request for indigent envelopes to the Institution Trust Office by the Friday prior to the canteen ducats being due for his draw.
- Inmates are only allowed to submit one request for indigent mail per calendar month.
- Once the indigent mail request is received by the Trust Office it will be date stamped.
- The indigent mail request will be processed by the Trust Office within three working days after the completion of the prospective canteen draw.
- The request will be marked either 'ELIGIBLE' or 'DENIED'.
- If denied, a copy of the request will be sent to the inmate. The Trust Office will generate a list of eligible inmates and send it to the Mailroom for processing. Mailroom will then forward indigent envelopes to the facility for distribution.
- Requests submitted by inmates past the due date will not be processed. The late request will be filed for that month and year and archived. The inmate will be required to submit a new request to receive indigent supplies.
- Once approved, the inmate will receive twenty-two envelopes per month. \$.44 each for a one-ounce letter being mailed within the United States, \$.75 for a one-ounce letter being mailed to Canada, \$.79 for a one-ounce letter being mailed to Mexico, and/or \$.98 for a one-ounce letter being mailed internationally. (Amount is subject to change according to Federal Postal Rates.)
- Inmates will not be allowed to submit an indigent mail request out of draw for any reason.

- If the housing unit officers are not able to deliver the envelopes due to the inmate transferring, paroling, out to court etc. they must return the envelopes back to the mailroom with the signature sheet

54010.7 Identifying Mail Originating from California State Prison

First Watch, Control Booth and Dorm Officers will stamp all outgoing mail as originating from a California State Prison. The stamp should not be placed where it will obstruct the address, return address, the postage stamp or any area where postage stamps will be placed.

54010.8 Inspection and Reading of Incoming and Outgoing Mail

For Facilities A, B, C, and D the First Watch Control Booth Officers, and for Facility M, the First Watch Dorm Officers, will inspect and read all outgoing non-confidential mail.

Mailroom staff will open and inspect all incoming non-confidential mail.

54010.11 Certified Mail

Incoming certified and/or registered mail will be logged in the Certified/Registered Mail Log and both items will be delivered to the Facility Sergeant or designee for distribution to the proper inmates. The sergeant will verify the received mail corresponds with the log entries and sign the log verifying receipt prior to distributing the mail to the inmate. The signed copy shall be returned to the mailroom with the delivering staff member. If applicable, the return receipt card will also be sent to the mailroom.

The mailroom will not process outgoing mail for U.S. Mail Overnight Express (Express Mail) or any other type of Express mail service for inmates unless the cost is paid in full, by the inmate, prior to processing.

All outgoing Certified Mail must be approved and completed by the inmate's assigned Counselor.

54010.12.2 Processing Outgoing Confidential Mail

Outgoing confidential/legal mail will be picked up on Third Watch with regular outgoing mail. The Third Watch Housing Unit Officer will seal and sign the envelope in the presence of the inmate after ensuring it does not contain contraband items.

First Watch staff will separate any legal mail from regular mail in the outgoing mailbag. All mailbags will be delivered to the Central/Complex Control Foyers prior to 0700 hours.

All outgoing legal/confidential mail will be logged on the inmates CDCR-119 Mail Record upon receipt by the Mailroom.

Confidential/Legal mail will be processed according to CCR 3142, Processing Outgoing Confidential Mail.

54010.12.3 Processing Incoming Confidential Mail

Incoming confidential mail shall be sorted by mailroom staff and logged on the inmate's CDCR-119 Incoming Mail Record.

Legal mail will be processed according to Title 15, 3143, Processing Incoming Confidential Mail.

Mailroom Staff shall deliver all incoming legal/confidential inmate mail for inmates housed in Facilities A, B, C and D to the designated Legal Mailboxes located in the Central and Complex Lobby areas prior to 1400 hours. Facility M Dorm Officers will receive legal/confidential inmate mail in the regular mailbags for distribution.

Upon assuming their post, the Third Watch Facility Program Sergeant or designee shall draw the Legal Mail keys from Central/Complex Control.

The sergeant will:

- open their designated Legal Mailbox
- inventory the inmate legal mail
- print first initial and last name
- sign and date Mailroom's Legal Mail receipt

- secure the Mailroom's Legal Mail receipt in the Legal Mailbox
- return the Legal Mail key to Central/Complex Control.

The sergeants are then responsible for the distribution of legal mail to the proper inmates.

Upon the issuance of the legal mail to the proper inmate, the inmate shall sign the Legal Mail Log acknowledging receipt of his legal mail.

After distribution has been completed, the sergeant will sign the Legal Mail Log, make a copy for the facilities records and return the log to the Legal Mailbox in Central/Complex Control.

On Facility M, the Dorm Officer is responsible for the distribution of legal mail to the proper inmates. Upon the issuance of the legal mail to the proper inmate, the inmate shall sign the Legal Mail Log acknowledging receipt of his legal mail. After distribution has been completed, the officer will sign the Legal Mail Log, make a copy for the facilities records and return the log to Mailroom via the regular mailbag.

If legal mail is opened in error, mailroom staff will label the correspondence as "OPENED IN ERROR."

54010.14 Correspondence that is Offensive/Threatening/Contains Security Concerns

In addition to items identified in DOM, the following items will not be allowed to be received by an inmate with normal mail:

- Any posters
- Any Laminated bookmarks/photos or any laminated item
- Stickers or address labels
- Telephone cards
- Plastic greeting/religious cards (credit card type)
- Musical, layered, plastic, vinyl, glitter, confetti, stickers, glued, hand made, or mirror type greeting cards, parchment paper and carbon paper
- Greeting cards larger than 8x10 (including

- blank cards and post cards)
- Maximum of ten blank greeting cards/postcards
 - Maximum of forty stamps per letter to include collectable stamps
 - Inmates may not possess any US Postal Service Supplies (Certified Mail, Express Mail, or Insured Mail forms)
 - Maximum of forty business envelopes (approximately 4 x 9) per mailing
 - Maximum of ten (approximately 9 x 12) heavy duty envelopes. Anything larger not allowed.
 - Maximum of forty photographs to include computer photo printouts. No Polaroids/negatives or slides. Photo size limit is (approximately 8 1/2 x 11.)
 - Pens, pencils, erasers or markers of any type.
 - Any type of cardboard, metal, cloth material, file folders, binders, card stock, Styrofoam or plastic material.
 - Any type of playing cards.
 - Calendars larger than 13 x 13
 - Coupons
 - Foreign currency or fake monies
 - Diskettes or CD's
 - Catalogs, advertisement, brochures, and material whose primary purpose is to sell a product(s) or services(s) and when taken as a whole, lacks serious literary, artistic, political, educational, or scientific value.
 - Markings on the envelope, which are obscene in nature.
 - Obscene material and mail containing information concerning where, how, or from whom obscene material may be obtained.

The inmate will be issued a CDCR-1819 and the inmate will have fifteen days after notification of disapproval to let staff know the choice of disposal, which are destroyed or returned to an outside designee at inmate's expense, otherwise the material will be destroyed.

54010.15 Obscene Material

Mailroom staff will not remove pages from magazines which contain obscene material.

54010.16 Photographs

Inmates may receive by mail photographs without attached backings. The quantity is limited to forty photographs per incoming letter.

The following list of items cannot be received:

- Photographs framed in such a manner that they cannot be adequately searched.
- Polaroid photographs
- Negatives.
- Slides
- Photo albums (available through canteen)

54010.18 Funds Enclosed in Correspondence

During delivery of mail to the inmate, if funds are discovered in the mail, a copy of the envelope and the check/money order will be provided to the inmate as his receipt. The officer will place the check/money order into the envelope, seal the envelope and place the envelope into the check/money order boxes located in Central Control and Complex Control. Mailroom staff will retrieve the envelope containing the check/money during the morning mail pick-up.

54010.22.1 Process for Approval/Denial of Correspondence Requests

The following criteria will be referred to when considering inmate to inmate/parolee correspondence requests, including inter-facility inmates and/or out of state inmates. The correspondent must be:

- Immediate family members as defined in CCR Section 3000.
- Co-litigant on active cases, until the case is resolved.
- Incarcerated natural parent of the inmate's child. This will require proof of such a condition, i.e., certified copy of the child's birth certificate.
- Inmates must contact their Correctional Counselor I upon arrival to SVSP and request the Correctional Counselor I provide a copy of the approved 1074,

Inmate to Inmate Correspondence
Approval to the Mailroom.

54010.23 Mailing of Confidential Documents With Inmate Trust Account Withdrawals

The mailing of legal documents to courts will be the inmate's individual responsibility.

The inmate must provide the appropriate postage and/or attach a signed CDCR-193 Trust Account Withdrawal Order, for each piece of legal mail requiring any additional postage. If the inmate is indigent, he must provide a completed and signed trust withdrawal slip for postage to be added.

The mailroom will remove the trust withdrawal order, enter the amount of postage, and forward the trust withdrawal order to the Inmate Trust Office.

The legal correspondence will be forwarded to the court. The cost of postage for mailing documents to the courts will be charged against an inmate's Trust Account unless the inmate is without funds at the time the material is submitted for mailing and remains without funds for thirty days after the documents are mailed.

54010.26 Forwarding Mail

Re-routing of improperly addressed mail, or mail for inmates who have moved will be the responsibility of the assigned housing unit officers. Every attempt will be made to determine the current location of the inmate and route the mail to that facility/building. The housing unit officers will cross out the old housing and write the new housing or institution. The officers will then walk and deliver the mail to the new facility, or if it's an institution transfer, they will place the mail back in the mail back in the mailbag in the outgoing mail as transfer mail. All mail must include the new institutional name.

Mail will not be routed back to the mailroom unless the inmate is no longer at SVSP. In the event the inmate is no longer at SVSP, the mailroom staff will forward the inmate's mail to the institution which has been verified by the assigned housing unit officers.

The following methods shall be used when forwarding mail outside of the institution:


- If an inmate transfers to another prison, the inmate's mail is forwarded to that prison for distribution.
- If an inmate has paroled with no forwarding address, his mail will be forwarded to the parole office.
- If an inmate has discharged and has left a forwarding address, his mail will be returned to the U.S Postal Service for forwarding.
- If an inmate has discharged and has not left a forwarding address, his mail will be returned to the U.S Postal Service to be returned to sender.

54010.29 Temporary Absence

Mail will be held in the SVSP Mailroom for an inmate who is temporarily away from the prison when the inmate's return is anticipated with seven working days.

After seven working days, the letter will be returned to sender or forwarded if the inmate has previously submitted a forwarding address.

If an inmate is Out-To-Court, their mail will be returned to sender on the day of receipt. Inmates going Out-To-Court can submit a written request, signed by their respective counselor, to have their mail held for up to sixty days until their return or forwarded to another prison or county jail.



4/17/14

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Date: